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Transmitted via Email

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MINNESOTA BULLETIN NO. 360-5-10

SUBJECT: PER – 45-DAY HIRING MODEL

Purpose. To inform all employees and selecting officials that USDA-NRCS has adopted OPM's 45-day hiring model.

Expiration Date. September 30, 2005.

To make the Federal government competitive in the hiring of talented candidates, the Office of Personnel Management (OPM) has directed all human resources offices to make the hiring process fast and effective. The U.S. Department of Agriculture, NRCS, has adopted the OPM 45-day hiring model which requires "Human Resources Personnel" to screen and rank applicants in the first 15 days after a vacancy announcement is closed. Effective October 1, 2004, "Selecting Officials" will have 30 days to review the applications, interview applicants, check references, and make a selection.

The goal is for Human Resources to rank applicants and issue certificates of eligibles within the first 15 business days after vacancy announcements close. Human Resources will track the amount of time that the screening and selection process takes, beginning the first business day after the vacancy announcement closes until the date the job offer is extended. A table will be used to track every vacancy announcement starting with those that open October 1, 2004, except for "open and continuous" announcements which are not tracked at this time.

Our state will compile an individual 45-day hiring report and submit it to the Human Resources Management Division at the end of each quarter (all calculations exclude weekends and holidays).

The Office of Personnel Management (OPM) will score our progress on implementing this tracking program quarterly in FY 2005 as part of the Human Capital Initiative in the President's Management Agenda.

Contact Mary Lou Werner, Human Resources Manager, if you have any questions regarding this hiring model.

WILLIAM HUNT
State Conservationist

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